

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Steve Hawker			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As Needed - Hot Mix Asphalt Quality Assurance testing services for the University Region				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL DUE DATE 12/11/07	TIME DUE 4:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Steve Hawker
University Region C&T Lab
2800 N. Elm Rd.
Jackson, MI 49201

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
AS-NEEDED CONSTRUCTION SERVICES
Hot Mix Asphalt (HMA) Laboratory Testing

CONTROL SECTION: Various

JOB NUMBER: Various

LOCATION: University Region

WORK DESCRIPTION:

To provide complete HMA laboratory testing services on an as needed basis for University Region projects, over a two year period. **Contracts will be developed for the top two firms submitting proposals.** This work includes:

- Providing a fully functional laboratory as approved by Project Manager / TMI.
- Completion of all HMA Quality Assurance Testing requirements and other HMA Testing as directed.
- Completion of all paperwork necessary for the project files with a copy to the University Region Lab.
- Transportation of HMA mixture and core samples from job sites and other pick up points as requested by the Project Manager.

The Consultant shall submit their proposal in relation to performing Quality Assurance testing procedures on approximately 200,000 tons of HMA material. The testing will be distributed throughout the 2008 and 2009 construction seasons.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Bituminous Plant Inspection and Testing

SECONDARY PREQUALIFICATION CLASSIFICATION:

N/A

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER:

Steve Hawker	or	Bret LaCoe
2800 N. Elm Rd.		2800 N. Elm Rd.
Jackson, MI 49201		Jackson, MI 49201
(517) 780-7543		(517) 937-2050
hawkers@michigan.gov		lacoeb@michigan.gov

ANTICIPATED START DATE: March 16, 2008

ANTICIPATED COMPLETION DATE: December 31, 2009

DEFINITIONS:

Michigan Department of Transportation (MDOT)
Transportation Service Center (TSC)
Traveling Mix Inspector (TMI)
Hot Mix Asphalt (HMA)

A. University Region Area:

Including but not limited to the following counties: Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee, Washtenaw.

B. University Region Central Lab, TSC's & Project Office:

Brighton TSC
10321 E. Grand River STE.500
Brighton, MI 48116

Jackson TSC
2750 N. Elm Rd
Jackson, MI 49240

Lansing TSC
1019 Trowbridge Rd.
E. Lansing, MI 48823

Tecumseh Project Office
740 Mill Hwy.
Tecumseh, MI 49286

University Region Central Lab
2800 N. Elm Rd.
Jackson, MI 49240

C. Project Documents:

The following publications and documentation:

- Construction Contracts involving HMA operations
- 2003 Standard Specifications for Construction
- MDOT Construction Manual
- HMA Production Manual
- MDOT Materials Source Guide

- Bureau of Highway Instruction Memorandum
- And any and all other references, guidelines, or procedure manuals needed to carry out the work described herein in an appropriate manner.

CONSULTANT RESPONSIBILITIES:

General:

- A.** The consultant shall demonstrate knowledge of current MDOT specifications, special provisions, supplemental specifications, AASHTO, ASTM, and MDOT test procedures and Bureau of Highway Instructional Memorandums. The consultant shall demonstrate ability to perform to the satisfaction of MDOT all required testing procedures contained in said publications. The consultant must be available to acquire field samples from University Region's TSC's or project office or other pickup points as requested by the Project Manager or TMI.
- B.** The consultant agrees to demonstrate knowledge and performance in compliance with standard HMA testing methods of the Department; relating to Superpave and Marshall volumetric testing. The Consultant must supply the Department with inspectors that possess industry certification in the Michigan Bituminous QA/QC Technician Certification Program.

HMA testing facility, equipment, personnel and testing services:

A. Laboratory:

The laboratory needs to be of adequate size and contain the required equipment to test the materials according to the specifications found in the contract documents and procedure manuals. This must be a facility different than the production plant. The Project Manager may request a Laboratory site visit prior to selection.

B. Equipment:

The following testing equipment is considered the minimum necessary to complete the Quality Assurance testing as required by the contract documents, procedures manuals and the Project Manager. All required maintenance and calibration of the equipment will be the Consultant's responsibility.

1. Equipment to perform and complete the Rice test (TMD).
2. Equipment to perform and complete the bulk density (Marshall and superpave).

3. Equipment to perform and complete gradation testing including extraction/ignition ovens.
4. Equipment to perform and complete core densities.
5. Equipment to perform and complete vacuum extractions.
6. Miscellaneous tools and supplies necessary to complete all required testing according to project specifications and requirements. (This will include the providing and proper disposal of an acceptable asphalt solvent, powders for vacuum, etc.)
7. Storage capacity for maintaining QA dispute resolution subplot samples until the material is accepted and paid for.

C. Personnel:

1. All personnel involved in testing HMA mixture must be listed and possess and maintain industry certification in the Michigan Bituminous QA/QC Technician Certification Program. No substitutions of personnel shall be allowed without the approval of the Project Manager in charge of this contract.
2. All personnel involved in acquiring samples from University Region's Transportation Service Centers or project sites shall possess a valid Michigan Drivers License. No substitution of personnel shall be allowed without the approval of the Project Manager in charge of this contract.
3. All personnel shall be responsible to be "drug free." The Consultant is responsible for providing a drug free work place.

D. Testing Services:

1. The Consultant shall provide, to the satisfaction of the Department, all testing services required to complete the Departments requirements for HMA Quality Assurance testing for University Region's construction projects. The Consultant shall perform all reporting, measurement, computation, and documentation required by the Project Documents and as directed by the Project Manager.
2. All work performed by the Consultant shall be in compliance with the contract documents and the standard practices of the Department. Testing procedures and time frames shall be as prescribed in the Project Documents. No variation will be permitted except on written order of the Department.

3. The Consultant shall immediately bring to the attention of the University Region Traveling Mix Inspector, TSC Delivery Engineer and Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrences which may require resolution. Failure to comply with this requirement will be considered unsatisfactory performance by the Consultant.
4. The Consultant shall provide their own transportation, to, from, and on the project site to perform these services.
5. The Consultant shall provide cellular phones to staff involved in acquiring bituminous samples from University Region's Transportation Service Centers and project sites. The Consultant shall be responsible for all related costs.
6. The Consultant shall deliver original copies of the test reports to the Construction Project – Project Engineer. Additional copies of the test reports are to be sent to the University Region Central Lab, HMA contractor and to the MDOT C&T Lab @: MDOT C&T Lab, Secondary Governmental Complex, P.O. Box 30049, Lansing, MI 48909 Attn: HMA Section.
7. The Consultant shall be proficient in working with English and metric units.
8. The Consultant shall perform field operations in accordance with the Department's Personal Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
9. The Consultant shall attend all project related meetings when directed by the Project Manager.
10. Coordinate submitting of Dispute Resolution samples with University Region TMI.

MDOT RESPONSIBILITIES:

The Project Manager or TMI shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, report forms, and/or data as deemed necessary by the Project Manager for the services required herein.

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for "as needed" services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.